

COMMERCIAL/PRIVATE EVENT

Rental Fee Policy

Effective January 1, 2011



CEDAR RIVER
WATERSHED
EDUCATION
CENTER

<u>ROOMS</u>	<u>SUN- THURS</u>	<u>FRI- SAT</u>
Meeting Room	\$35.00	\$40.00 per hour
Loon or Lichen Lab (Learning Labs divided)	\$45.00	\$55.00 per hour
Learning Labs	\$80.00	\$100.00 per hour
Auditorium	\$100.00	\$125.00 per hour
Auditorium and Loon or Lichen Lab (Learning Lab divided)	\$130.00	\$165.00 per hour
Auditorium and Learning Labs	\$160.00	\$200.00 per hour
<u>ADDITIONAL FEES</u>		
Winter Conditions – if roads/pathways must be maintained when facility is closed.	\$100.00 per hour	\$100.00 per hour
<u>DEPOSITS</u>		
Security Deposit – applied to rental fee, non-refundable	25% of rental fee	25% of rental fee
Damage Deposit- refundable	\$750.00 refundable	\$750.00 refundable
AV Equipment Deposit- refundable	\$250.00 refundable	\$250.00 refundable
Damage Fee.	\$50.00 per hour and any damages assessed	\$50.00 per hour and any damages assessed

Deposits and Payment deadlines:

Security Deposit – This, along with your rental agreement, holds your rental date. It is non-refundable. Your security deposit is applied to your rental fee. For example, if your rental fee was \$800.00, you would need to pay the \$200.00 security deposit to secure your date. Your remaining rental fee is \$600.00.

Damage Deposit – The damage deposit and remaining rental fee is due two weeks before the rental. The damage deposit is fully refundable, unless there is a problem. Labor will be charged at \$50.00 per hour as well as any damages assessed. You may be charged in excess of \$750.00 if conditions warrant.

GOVERNMENT/NON-PROFIT (Discounted Rates)

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**WATERSHED
EDUCATION
CENTER**

ROOMS

Rates

Meeting Room	\$7.50 per hour
Loon or Lichen Lab (Learning Labs divided)	\$10.50 per hour
Learning Labs	\$20.00 per hour
Auditorium	\$25.00 per hour
Auditorium and Meeting Room	\$31.25 per hour
Auditorium and Loon or Lichen Lab (Learning Lab divided)	\$32.50 per hour
Auditorium and Learning Labs	\$40.00 per hour
All Rental Rooms (Auditorium, Labs, and meeting room)	\$45.00 per hour

ADDITIONAL FEES

Off-hours fee – rentals outside the Center's operating hours	\$50.00 per hour
Winter Conditions – if roads/pathways must be maintained when facility is closed.	\$100.00 per hour
Damage Fee.	\$50.00 per hour and any damages assessed

DISCOUNTS

- ❖ Seattle Public Utilities and Water Purveyor Utilities: **free**
- ❖ Non-profits with a mission related to the environment, education and cultural history – **\$50 flat fee per room per day for the Learning Lab or Auditorium. \$25.00 flat fee per day for the Friends Meeting room.** Must be able to show proof of non-profit status, after hours \$50 hourly labor fee may also be applicable.
- ❖ All other non-profit organizations receive the discounted rate indicated in the rate chart above.
- ❖ Government and non-profit groups may apply for a waiver of fees if, the event is open to the public, has no fee and has an environmental, cultural history or educational mission.

WHEN DOES THE DISCOUNT APPLY

The discounted rate applies only for events officially sponsored by your organization. This does not include activities such as retirement parties or other social events, unless they are during work hours and paid for from agency funds.

DEADLINES:

- ❖ Rental agreement is due upon making a reservation. Your rental is not official until the agreement has been received.
- ❖ Final Payment – Final Payment is due on the day of the event.